



# EMPLOYMENT OPENINGS

City of Salina offers excellent benefits including retirement & savings plans, health, vision & life insurance, prescription coverage, & paid time off. If requesting Veterans Preference, provide a DD214 copy. Apply at <https://jobs.salina-ks.gov>. Applications are required for each position & must be fully complete & correct. Email is used throughout the hiring process. Contact: Human Resources Department, 300 W. Ash, Room 200, Salina, KS 67401. Email: [human.resources@salina.org](mailto:human.resources@salina.org). Direct Line: (785) 833-8018; Office: (785) 309-5710.

## • FULL-TIME POSITIONS •

### **FIRE DEPARTMENT** **FIREFIGHTER / PARAMEDIC**

Applications accepted for annual hiring pool. Applications deadline: TH 12/31/2026-Fire Department-Duties: Responds to fire alarms & Emergency Medical Systems (EMS) emergencies with a pumper, ambulance, & ladder or rescue company. Performs light & heavy-duty rescue activities using various equipment; uses chemical extinguishers, bars, hooks, lines & other equipment; ventilates burning building; removes persons from danger; performs salvage operations; performs hose evolutions; responds to hazardous material incidents & performs the duties required under operational-level training; raises & climbs ladders. Renders Basic Life Support (BLS) & Advanced Life Support (ALS) emergency care to the sick or injured; recognizes & gives appropriate pre-hospital advanced life support intervention of medical & traumatic emergencies; accompanies patient(s) to hospital. Performs appropriate assessment to include the establishment of immediate priorities of treatment for multiple emergency victims including history taking & physical examination using inspection, palpation, auscultation, evaluation of neurological status, & gathering of vital signs. Participates in Emergency Medical Systems (EMS) & fire drills; attends regular classes in firefighting, emergency medical care, rescue, fire prevention, equipment maintenance & related subjects; studies all assigned material. Assists in training new paramedics; checks all ambulance medications for outdating & clarity. Posts prepared data & records of own activities; completes various reports using computers; completes patient report & billing forms. Education: High school diploma or G.E.D. Requirements: Must be eighteen (18) years of age at start date of employment. Must possess a valid Kansas driver's license. Must obtain a valid Kansas Class B commercial driver's license (CDL) within one (1) year from start date of employment. Successful candidates are prohibited from smoking or using tobacco products at any time, on or off the job. Certification Requirements: National Registry or Kansas Paramedic certification. National Incident Management System (NIMS) 100, 200, 700, 800 certifications. Advanced Cardiovascular Life Support (ACLS) certification & Pediatric Advanced Life Support certification or obtain within one (1) year from start date of employment. Candidate Physical Ability Test (CPAT) within prior year or Salina Physical Ability Test (PAT) during hiring process. International Fire Service Training Association (IFSA) or Pro Board certifications for Firefighter I, Firefighter II, Hazmat Awareness & Hazmat Operations, or obtain within one (1) year from start date of employment. Work Type: Very heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Starting Pay DOQ: \$57,741-60,628/yr.

### **FIREFIGHTER / EMT**

Applications accepted for annual hiring pool. Application deadline: TH 12/31/2026-Fire Department-Duties: Responds to alarms of fires & medical emergencies, hazardous materials & other emergencies with a pumper, ladder, rescue, ambulance or support vehicle; performs light & heavy rescue activities including high angle rescue, water rescue, auto extrication, oxygen administration, CPR & rescue equipment operation. Serves on an ambulance for periods of time on a rotating basis, performing EMS duties under varying degrees of supervision; checks vehicles & equipment; carries out Basic Life Support & assists paramedics with Advanced Life Support therapies such as putting ECG monitors on patients, setting up IV supplies. Lays & connects hoses; holds nozzles & directs fog or water streams; raises & climbs ladders; uses chemical extinguishers, bars, hooks, lines & other equipment; ventilates burning buildings by opening windows & skylights or by cutting holes in roofs & by using positive pressure ventilation; extricates victims & removes people from danger; performs salvage operations such as throwing salvage covers, sweeping water & removing debris. Participates in fire drills & attends regular classes in firefighting, rescue, EMS, fire prevention, hazardous materials, first responder, apparatus maintenance & care, & related subjects; progresses in firefighting certification levels; prepares records of own activities. Education: High school diploma or G.E.D. Requirements: Must be eighteen (18) years of age at start date of employment. Must possess a valid Kansas driver's license. Must obtain a valid Kansas Class B commercial driver's license (CDL) within one (1) year from employment start date. Successful candidates are prohibited from smoking or using tobacco products at any time, on or off the job. Certification Requirements: National Registry or Kansas EMT certification. National Incident Management System (NIMS) 100, 200, 700, 800 certifications. Candidate Physical Ability Test (CPAT) within prior year OR Salina Physical Ability Test (PAT) during hiring process. International Fire Service Training Association (IFSA) or Pro Board certifications for Firefighter I, Firefighter II, Hazmat Awareness and Hazmat Operations, or obtain within one (1) year from start date of employment. Starting Pay DOQ: \$49,878-52,416/yr.

## ADMINISTRATIVE ASSISTANT III

Application Deadline: Until filled-Fire Department- Duties: Works independently from & collaboratively with department personnel including Chiefs of Staff. Responsible for & knowledgeable about the planning, execution & evaluation of several projects, as well as clerical & organizational details of the office. Coordinates work schedule for & supervises office staff; maintains files & systems, & initiates & establishes improvement in methods & procedures; assists in meeting, travel, & special event preparation. Manages the purchasing process for capital items, prepares documents, & writes bid award recommendations; maintains departmental funds. Works with confidential information regarding personnel, operations & actions within the office. Manages databases; prepares reports as required; screens phone calls; furnishes information as requested; handles correspondence & coordinates mailings & other written materials. Supervises assigned administrative staff. Education: High school diploma or G.E.D. with coursework in business. College degree in business management, economics or related field preferred. Experience: Four (4) years of progressively responsible administrative support work. Two (2) years of supervisory experience is desirable. Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Sits about 75 percent of the time. Works inside in an office setting. Equipment: Calculator, computer, copy machine, fax machine, folding machine, printer, postage meter, scanner, telephone, & 2-way radio. Hours: Monday – Friday. 8:00 a.m. to 5:00 p.m. Starting Pay DOQ: \$19.18-20.14/hr.

## PARKS & RECREATION DEPARTMENT GOLF COURSE SUPERINTENDENT

Application Deadline: Until filled-Parks & Recreation/Golf Course- Duties: Plans, directs, supervises & participates in turf maintenance & construction of fairways, greens, traps, water systems, waterways, & other golf course grounds. Plans for & plants trees; determines strength & mixture of fertilizers & chemicals used on a golf course; applies fungicides, insecticides, herbicides & fertilizers. Maintains & performs repairs to golf course accessory buildings; constructs & maintains cart paths & tee boxes. Inspects all facilities under jurisdiction to determine effectiveness of programs & personnel; acts upon patrol complaints, requests & suggestions. Determines & approves the extent of & participates in repairs needed to maintain equipment in proper operating order; requisitions supplies & equipment; prepares golf course maintenance records. Contacts businesses & contractors about equipment, materials, supplies & services needed. Assists in budgetary preparation & monitoring. Trains employees & evaluates work performance. Prepares routine operational & unit records. Education: High school diploma or G.E.D. Possession of EPA pesticide Applicator's Permit, or ability to acquire permit. Experience: Four (4) years of progressively responsible experience in golf course & greens maintenance. One (1) year as a lead worker or supervisor. Requirements: Must possess a valid Kansas driver's license. Must live within 40-minute response time. Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Frequent amount of walking required. Works inside & outside with adverse conditions possible. Equipment: Aerifiers, backhoes, blueprints, desktop computer (irrigation system), hand tools, pumps, sprayers, tractors, trimmers, trucks, two-way radio, variety of mowers including out-front & gang mowers. Hours: Monday-Friday. 8:00 a.m. – 5:00 p.m. May include call out or after-hours work. Pay DOQ: \$53,435–85,509/yr.

## POLICE DEPARTMENT POLICE OFFICER

Application deadline: Until filled-Police Department- Duties: Operates an automobile, motorcycle, bicycle or engages in foot patrol in an assigned area to prevent & discover the commission of crime & to enforce criminal & traffic laws & regulations. Performs initial & follow-up investigations of crimes involving adults & juveniles; serves in stakeouts & surveillance; responds to radio & telephone dispatches & appears at scenes of disorder or crime. Intervenes in private or public disputes to protect the public peace & maintain order; investigates complaints; interrogates persons whose actions are suspicious. Uses basic negotiation & crisis intervention skills for handling hostage situations or high-risk warrant executions. Uses forensic tools & methods to support the investigation of crime scenes beyond basic interrogations. Employs reasonable & necessary force to subdue resisting individuals and/or accomplish a lawful police objective; effects arrests; transports prisoners; impounds & tags evidence; issues citations; gives warnings; serves warrants & subpoenas. Uses crime analysis tools to predict, report, & develop strategies to reduce criminal activity in assigned areas. Applies digital analysis skills for investigating technology-related crimes. Utilizes proficiency with body-worn cameras & other recording systems for evidence collection & officer accountability. Uses mobile data terminals & real-time crime center resources. Operates a computer information terminal; may perform service desk duties; handles animal problems. Assists fire department & ambulance personnel in rendering first aid; provides first aid, CPR & other emergency medical assistance; provides general assistance to the public; assists in hazardous material incidents. Notes & reports traffic hazards; assists in controlling traffic at scenes of emergencies; directs traffic; issues citations for parking & moving violations; escorts parades & processions; gives directions & information. Inspects establishments providing alcoholic beverages & entertainment; inspects to assure property protection. Prepares reports of own activities & investigative & operational reports; prepares detailed reports of offenses, accidents, damages to property, arrests & seized property. Appears, testifies & provides credible testimony in municipal, district & federal court. Speaks before school & civic groups as required; conducts community outreach & educational programs to build public trust & awareness on safety issues. Joins in neighborhood meetings or events to address community concerns & foster good police-community relations. Participates in joint training exercises with local fire departments & other emergency services for coordinated response. Participates in annual in-service training for updates on changes to city, state, or federal law impacting local enforcement. Receives in-service certification in cultural competency, ethical policing, & de-escalation techniques. Maintains physical fitness programs & access to mental health resources to support officer well-being. Education: High school diploma or G.E.D. Associate or bachelor's degree in criminology, social work, or related fields; one (1) year of college level coursework preferred. Ability to obtain Kansas Police Officer certification within one (1) year from start date of employment. Experience: One (1) year of work experience involving public contact such as security guard, customer service in de-escalating conflicts, social work, emergency medical technician, & protective services. Multilingual capability or conversational Spanish is desired. Requirements: Must be at least twenty-one (21) years of age at start date of employment. Officers working in specialized positions must live within 40 minutes response time; no residency requirements for new Police Officers. Must possess valid Kansas driver's license. Qualifications Include: United States citizen. No felony conviction, domestic violence related conviction, or other serious

## POLICE OFFICER (CONTINUED)

misdemeanor convictions. Successful candidates are prohibited from smoking or using tobacco products at any time, on or off the job. Selection Process Includes: In-person Police Officer Selection Test held at the Salina Police Department. Computer voice stress analysis examination. Psychological evaluation. Thorough background check. Three assessment interviews. Physical examination & drug screen. Starting Pay DOQ: \$57,741-60,632/yr.

## 911 DISPATCHER

Application deadline: Until filled-Police Department-Duties: Responsible for dispatching all police, sheriff, fire, & ambulance operations in the city & county. Monitors radio transmissions & provides necessary support through use of a fixed two-way communications system; monitors a computerized emergency system & dispatches appropriate response. Receives emergency & non-emergency telephone calls for service & dispatches necessary emergency/service response using a two-way communications system. Operates a nationwide computerized database providing inquiry support for authorized requestors; enters a variety of data into a computerized database for the purposes of permanent storage & retrieval. Education: High school diploma or G.E.D. Experience: Requires successful completion of in-service training program in communications related curriculum within six (6) months from start date of employment. Requirements: Must be nineteen (19) years of age or older at start date of employment. No felony conviction, domestic violence related conviction, or other serious misdemeanor convictions. Requires successful completion of in-service training program in communications related curriculum. Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Machines, Tools, Equipment: Calculator, computer, internet, radio, telephone, & typewriter. Selection Process Includes: Must pass selection process that includes assessment interviews, psychological evaluation, computer voice stress analyzer examination, & thorough background checks. Hours: Twelve (12) hour shifts from 6:00 a.m. to 6:00 p.m.; 6:00 p.m. to 6:00 a.m.; 12:00 p.m. to 12:00 a.m. Every other weekend off. Starting Pay DOQ: \$22.20--23.31/hr. Examination: Mandatory completion of computerized Dispatcher examination. Watch email for examination scheduling notifications.

## PUBLIC WORKS

### SANITATION WORKER / DRIVER

Application deadline: Until filled-Public Works/Sanitation- Duties: Performs a variety of manual labor & semi-skilled work in refuse collection & disposal along with the collection of recycling materials. Operates & maintains medium & heavy equipment including automated sideload (ASL) & semi-automated rear load refuse/recycling trucks & other trucks over 27-ton capacity. Loads & hauls recycling materials & refuse on a route & for special pick-ups. Makes special pick-ups for discarded furniture & other refuse. Unloads recycling and E-waste from vehicles. Keeps track of time for billing customers. Dumps refuse carts; lifts heavy cans of refuse; makes repairs to refuse carts. Washes trucks; checks oil. Cleans inside of garage. Cleans inside of refuse containers. Performs minor repairs to equipment. Aids in emergency & storm related activities. Prepares minimal records of own activities; keeps track of time for billing customers. May act as lead worker of seasonal employees or regular helper. Education: High school diploma or G.E.D. Experience: Two (2) years of experience in the operation of refuse packers or medium equipment in construction, maintenance, or related activities. Requirements: Must possess a valid Kansas driver's license at hire. Must possess a Kansas Class B commercial driver's license (CDL) with air brake endorsements or obtain within one (1) year from the start date of employment. The City of Salina will pay enrollment fees & pay hourly wages for employees to attend Class B CDL. Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Works outside in possible adverse weather conditions. Equipment: Brooms, lifts, power washer, rakes, salt spreaders, sanitation packer truck, and shovels. Hours: Monday – Friday. Shift begins at 7:00 a.m. Starting Pay DOQ: \$21.14-22.20/hr.

## UTILITIES DEPARTMENT

### UTILITY WORKER I

Application deadline: Until filled-Utilities/Water & Wastewater-Duties: Performs semi-skilled & skilled labor in the maintenance & operation of a water distribution & transmission system/wastewater collection system. Performs minor electrical & mechanical maintenance. Maintains wastewater pumps, motors & controls. Installs, repairs, cleans, taps, fits & inspects wastewater/water pipelines; installs & repairs wastewater/water valves, manholes, & fire hydrants; installs & repairs chemical feed pumps & piping. Performs custodial work such as cleaning, painting, lawn mowing & snow removal. Education: High school diploma or G.E.D. Experience: Two (2) years maintenance of mechanical & electrical equipment, or related work preferred. Requirements: Must live within 40 minutes' response time. Must possess valid Kansas driver's license. Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Machines, Tools, & Equipment: Computer, iPad, telephone, two-way radio, test equipment, multimeters, megohmmeters, chlorometers, personal gas monitors, pickups, dump trucks, tanker trucks, crane trucks, jackhammers, air moles, air compressors, wheeled & tracked excavators, skid loaders, hand & power tools, sewer cleaning equipment & inspection equipment. Hours: Monday-Friday, 8:00 a.m. – 5:00 p.m. & after-hours calls. Starting Pay DOQ \$24.47-25.69/hr.

### WASTEWATER PLANT OPERATOR I

Application deadline: Until filled-Utilities-Duties: Keeps daily logs of shift operations. Utilizes monitoring equipment & maintains records. Draws samples for laboratory analysis. Performs preventive maintenance on equipment. Performs custodial work such as cleaning & painting. Receives & addresses customer concerns. Education: High school diploma or G.E.D. Must possess or obtain a Kansas Class I Wastewater Facility Operator Certificate within two (2) years from date of hire. Experience: Two (2) years' mechanical & electrical equipment maintenance or related work preferred. Must have ability to understand & apply mathematical concepts accurately. Requirements: Must be eighteen (18) years of age or older. Must possess a valid Kansas driver's license. Must live within 40 minutes response time. Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds

**WASTEWATER PLANT OPERATOR I (CONTINUED)**

of force frequently, and/or up to 20 pounds of force constantly to move objects. May work outside in adverse weather conditions. Machines, Tools, & Equipment: Computer, hand & power tools, Lockout/Tag-out equipment, telephone, test equipment, trucks, vehicles, & other safety equipment needed for a safe job site. Variable Shifts: Monday – Friday Includes some weekends. 8:00 a.m. to 5:00 p.m. 12:00 a.m. midnight to 12:00 p.m. noon. 12:00 p.m. noon to 12:00 a.m. midnight. Starting Pay DOQ: \$24.47-25.69/hr.

**ADMINISTRATIVE ASSISTANT III**

Application deadline: Until filled-Utilities Department- Duties: Performs a wide variety of complex secretarial duties for a department or division head. Assists in department procedures in keeping financial, personnel & operational records. Processes confidential information regarding personnel, operations & proposed actions. Keeps & maintains department files. Composes & types correspondence to include reports, charts & graphics. Prepares tabulations & summaries. Assists in preparation for meetings & hearings. May take & transcribe minutes of proceedings; transcribes from a recording. Processes accounts payable, payroll, financial & operational records; reconciles credit card statements; maintains departmental timecards. Prepares & mails bills & notices; handles office mail. Schedules appointments & use of facilities. Screens office & phone calls to monitor quality of customer service; contact with employees & public is frequent. Maintains & accounts for materials & supplies; posts & reconciles inventories. Trains new co-workers; supervises small clerical staff. Aids in emergency & storm related activities; may operate two-way radio. Education: High school diploma or G.E.D. Experience: Courses in typing, bookkeeping, computer & other clerical functions. Four (4) years of progressively responsible clerical work. Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Equipment: Adding machine, calculator, computer, copy machine, fax machine, telephone, two-way radio, & typewriter. Hours: Monday – Friday. 8:00 a.m. to 5:00 p.m. Starting Pay DOQ: \$19.18-20.14/hr.

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**• PART-TIME • TEMPORARY/SEASONAL POSITIONS •****PARKS & RECREATION DEPARTMENT****ADULT SOFTBALL UMPIRE****Part-Time • Temporary /Seasonal**

Application deadline: Until filled-Parks & Recreation-Duties: Officiates assigned adult softball games in accordance with City of Salina Parks & Recreation rules, league guidelines, & applicable sport-specific rules. Enforces rules of play consistently & fairly, including calls related to balls & strikes, safe/out decisions, fair/foul balls, substitutions, conduct, & other game situations. Maintains control of the game by using appropriate judgment, clear communication, & professional conduct when addressing players, coaches, spectators, & other officials. Promotes participant safety by monitoring field conditions, equipment, player conduct, & overall game environment before & during play. Assists with proper field setup & pre-game checks, which may include bases, pitching areas, field markings, scorekeeping materials, dugout areas, & general readiness of the playing area. Starts games on time, keeps the pace of play moving, & supports an organized schedule for league games & tournaments. Explains rules, decisions, & procedures in a calm & respectful manner when questions arise from participants or coaches. Identifies & addresses unsportsmanlike conduct, rule violations, unsafe behavior, or other concerns in accordance with department policies & league procedures. Works cooperatively with other umpires, scorekeepers, field supervisors, recreation staff, & league personnel to support smooth game operations. Completes accident, incident, ejection, injury, or other required reports accurately & promptly when situations occur. Administers basic first aid within the scope of training, if needed, & responds appropriately to emergency situations by following department procedures. Attends required officials training, clinics, meetings, or rule review sessions sponsored by Salina Parks & Recreation and/or obtains sport-specific certification prior to the league season when required. Demonstrates reliability by reporting to assigned games on time, prepared, & dressed appropriately for officiating duties. Represents the City of Salina in a courteous, professional, & service-oriented manner during recreation programs. Education: Must be an eighth-grade graduate. High school diploma or G.E.D. preferred. CPR & First Aid certifications are desired. Experience: Prior experience officiating, umpiring, coaching, or participating in organized softball, baseball, or recreational sports programs desired. Experience applying game rules, league procedures, safety practices, or sport-specific regulations as an athlete, coach, sports official, or umpire. Strong ability to handle conflict, complaints, rule disputes, or tense situations. Experience communicating calmly & professionally in a public-facing environment. Experience working in an active environment requiring standing, walking, moving, observing play, & maintaining attention for extended periods. Requirements: Must be fourteen (14) years of age or older. Must attend an officials training or clinic sponsored by Salina Parks & Recreation and/or be certified in the specific sport prior to the league season. Must have the ability to work indoors & outdoors. This is a non-driving position. Hours: This part-time position works primarily evenings & weekends during seasonal league schedules. Fourteen (14) year olds may be scheduled to work between the hours of 7:00 a.m. to 7:00 p.m.; 7:00 a.m. to 9:00 p.m. from June to Labor Day. Pay DOQ: \$35.00-42.00/game.

**SOCCER OFFICIAL****Part-Time • Temporary / Seasonal**

Application deadline: Until filled-Parks & Recreation-Duties: Presides over soccer games & enforces the rules at recreational or competitive events. Maintains concentration on the game & reacts quickly to rule violations. Keeps track of time & calls for halftime or any other breaks in play. Makes sure that the field is safe for play including checking for holes, ruts, or other hazards on the field. Makes sure that all players are familiar with the rules of the game & enforces penalties for violations. Calls fouls & misconduct on players, coaches, or spectators. Assigns penalties for infractions, misconduct, & injuries, as needed. Determines whether a kick should be retaken due to an infraction such as an offside violation or an

## **SOCCER OFFICIAL (CONTINUED)**

illegal kick. Determines whether a goal has been scored, whether there was a violation on the play, & signaling a score or a violation. Recognizes when an injury requires that a player be removed from the field or when a player appears to be in pain but is able to continue playing. Makes calls regarding whose ball it is when the ball goes out of bounds as well as offside. Uses a flag or hand gesture to signal calls such as offside & possession of the ball. Administers basic first aid, if needed. Responds in emergency situations within scope of training. Education: Eighth grade graduate. CPR & First Aid certifications desired. Experience: Knowledgeable in the game of soccer. Previous officiating experience & working with children preferred, but not required. Requirements: Must be fourteen (14) years of age or older. This is a non-driving position. Hours: Evenings & weekends; part-time; flexible. Pay DOQ: \$24.00-28.00/game.

## **RECREATION ASSISTANT I**

Dog Walker

Intermittent Part-Time • Permanent

Application deadline: Until filled-Parks & Recreation/ Animal Services-Duties: Walks dogs of all sizes & breeds, ensuring they get adequate exercise, socialization, & potty breaks; ensures the safety & well-being of the dogs at all times; may walk up to four (4) dogs at any one time; makes sure that dogs are well-fed & hydrated; picks-up after the dogs during walks & disposes of waste appropriately; adheres to walking schedules & routes provided by management staff; monitors the dogs for any signs of distress or health issues & reports them immediately to management; maintains effective communication with Animal Services staff, providing updates & feedback on the dogs' behaviors & activities; adheres to all company policies & local regulations regarding dog walking & animal care; knowledgeable of city ordinances & state laws regarding animal care. Education: High school diploma or G.E.D. Experience: One (1) year previous experience in dog walking or pet care is preferred but not required; previous volunteer work in animal care. Requirements: Must be eighteen (18) years of age or older; this is a non-driving position; must pass a background check. Work Type: Moderate, exerting up to 80 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects; must be physically fit & able to walk steadily for 20-30 minutes or for extended periods in various weather conditions; must have the ability to physically handle both dogs & maintenance responsibilities. Hours: Works flexible hours, including mornings, evenings, & weekends. Position available from November to December 2025. Starting Pay: \$13.40/hr.

## **PARK & FACILITY MAINTENANCE I, II, III**

Salina's Municipal Golf Course

Part-Time • Temporary/Seasonal

Application deadline: Until filled-Parks & Recreation/Municipal Golf Course-Duties: Performs manual labor in the care & maintenance of Salina Municipal Golf Course. Performs planting & maintenance of trees in golf course including removing trees, shrubs, & stumps. Maintains turf & grounds on fairways & greens including seeding, watering, top dressing, planting flowers, weed removal, painting, fence repair, dirt work & related duties. Assists in the installation & maintenance of irrigation systems. Recognizes plant diseases & takes appropriate action to counteract. May perform some concrete work. Performs janitorial duties in & around the golf course. Works on special projects & assignments. Administers basic first aid, if needed. Responds in emergency situations within scope of training. Education: Eighth (8<sup>th</sup>) grade graduate minimum. High school diploma or G.E.D. preferred. CPR & First Aid certifications desired. Positions II/III: May require a state pesticide applicator's license. Experience: Position I: Lawn maintenance or golf course work preferred. Previous experience with non-powered hand tools used to maintain grounds at the golf course. Position II/III: Two (2)–three (3) years' work in construction, maintenance, mowing, or golf course work. Supervisory experience preferred. Previous intermediate to advanced experience with tools & equipment used to maintain grounds at the golf course. Equipment: Non-powered hand tools, hammers, wrenches, screw drivers, shovels, rakes, blowers & handheld non-powered clippers & edgers, as assigned. Requirements: Sixteen (16) year olds will work in a non-driving capacity. Seventeen (17) year olds & older must possess a valid driver's license to operate utility vehicles & golf carts on city property & non-public access passageways. Pay DOQ: I: \$8.25-9.25/hr.; II: \$9.25-10.50/hr.; III: \$10.50-13.00/hr.

## **PUBLIC WORKS DEPARTMENT**

### **TRAFFIC CONTROL LABORER**

Temporary/ Seasonal

Application deadline: Until filled-Public Works/Traffic Control-Duties & Responsibilities-Traffic Device Maintenance & Installation: Participates in the installation, maintenance, & repair of critical traffic control devices, including but not limited to stop signs, yield signs, & traffic signals, ensuring compliance with national & state safety standards while enhancing public visibility. Roadway Marking: Plays a key role in the painting & repainting of essential road markings, covering complex layouts like school zones & bike lanes, utilizing reflective materials to optimize nighttime & inclement weather visibility, thereby aligning with broader municipal safety protocols. Education: Eighth grade graduate minimum. High school diploma or G.E.D. preferred. Experience: Work experience with measuring devices such as steel tape measures, levels & plumb bobs, calipers & feeler gauges. Related outdoor work such as maintenance of structures, exterior painting, post installation, & physical labor to include lifting materials above the waist. Previous work with projects requiring attention to detail & time management. Work Type: Heavy, exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force continually to move objects. Works outdoors in varying weather conditions. Requirements: Must be eighteen (18) years of age or older. Must possess valid driver's license. Must pass background checks. Must be prompt & available to work shifts. Must have the ability to work independently with little supervision. Variety of tools & machinery used in traffic control tasks, including paint machines, paint rollers, paint brushes, drills, saws & vehicles, steel tape measures, levels & plumb bobs, calipers & feeler gauges. Flexible Hours: Multiple shifts available Monday-Friday; 7:30 a.m.– 12:00 p.m.; 12:00 p.m. - 4:00 p.m.; 7:30 a.m. – 4:00 p.m.; 40 hours per week available. Position typically works for 10 weeks up to 20 weeks per season. Pay: \$16.00/hr.